

Federal Supply Service Information Technology

Schedule Price List



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**AUTHORIZED FEDERAL ACQUISITION SERVICE INFORMATION TECHNOLOGY
SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY SERVICES**

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Group 70 – Information Technology Schedule

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services.

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Contract Number: GS-35F-0212J

Period Covered by Contract: **Through January 28, 2019**

General Services Administration Federal Acquisition Service

Pricelist current through
January 28, 2019

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Seneca Corp.

8320 Old Courthouse Rd., #200

Vienna, VA 22182

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
(703)903-0200

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

2. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

3. CAGE Code: 05DM5 Contractor has registered with the Sam.Gov Database.

4. FOB: N/A

5. DISCOUNTS: Prices shown are NET Prices

a. Prompt Payment: Small Business prompt payment terms apply.

a. Prompt Payment: ____% - ____ days from receipt of invoice or date of acceptance, whichever is later. b. Quantity

c. Dollar Volume d. Government Educational Institutions

e. Other

6. TRADE AGREEMENTS ACT OF 1979, as amended:

N/A

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

N/A

10. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

11. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

(1) Manufacturer; (2) Manufacturer's Part Number; and (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser . The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f). For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of/ service submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

—
(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

Professional Services – SIN 132-51 Labor Categories and Descriptions -

APPLICATIONS – Series 100

Programmer-Analyst

Duties: Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Consults with users to identify current operating procedures and clarify program objectives. Formulates plan that outlines steps required to develop program, using methodologies such as structured analysis and design or object-oriented development. Designs reports, forms and letters along with computer screen displays to accomplish goals of user requests. Converts project specifications, using industry standard tools, such as object-oriented tools and code generation, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Writes documentation to describe program development, logic, coding, and corrections. Writes instructions for users to describe installation and operating procedures. Assists users in problem solving. May train users to use programming application. May provide technical assistance to program users. May monitor performance of program after implementation.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 101 Programmer-Analyst 1 BS-BA & 1-2 years relevant experience
- 102 Programmer-Analyst 2 BS-BA & 3-5 years relevant experience
- 103 Programmer-Analyst 3 BS-BA & 6+ years relevant experience

Web Designer

Duties: Designs and implements internal and external web pages and applications. Converts documents into HTML (Hypertext Markup Language) or other complex programming language. Determines user's needs, strategies, and goals and develops web pages that meet those needs. Ensures that the layout of the content is accessible and logical and that sites are easy to navigate. Performs maintenance and updates to existing websites.

Minimum Education: Associates Degree, certification or equivalent in related discipline.

- 111 Web Designer 1 Associates & 1-2 years relevant experience
- 112 Web Designer 2 Associates & 3-5 years relevant experience
- 113 Web Designer 3 Associates & 6+ years relevant experience

Systems Analyst

Duties: Evaluates existing information processing systems and provides alternative solutions to improve production or specifications as required to solve business problems. Performs feasibility studies and cost/benefit analysis of alternatives. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, specifications, and scheduling limitations to determine if requested program or program change is possible within existing system. Prepares specifications to detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals as

documentation of program development. Upgrades system and corrects errors to maintain system after implementation. May assist computer programmer in resolution of work problems related to project specifications, or programming. Develops backup and recovery procedures. May prepare time and cost estimates for completing projects. May direct and coordinate work of others to develop, test, install, and modify programs.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 121 Systems Analyst 1 BS-BA & 1-2 years relevant experience
- 122 Systems Analyst 2 BS-BA & 3-5 years relevant experience
- 123 Systems Analyst 3 BS-BA & 6+ years relevant experience

Software Engineer

Duties: Designs, modifies, develops, writes and implements software programming applications, including software infrastructure and development tools. Supports and/or installs software applications, infrastructure and development tools. Participates in the testing process through test review and analysis, test witnessing and certification of software.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 131 Software Engineer 1 BS-BA & 1-2 years relevant experience
- 132 Software Engineer 2 BS-BA & 3-5 years relevant experience
- 133 Software Engineer 3 BS-BA & 6+ years relevant experience

SYSTEMS – Series 200

Systems Architect

Duties: Provides leadership in the design and development of next generation internal business systems. Integrates internal business systems across multiple functional areas and develops custom modules/solutions which integrate components with packaged solutions. Applies proven methodology in implementing complex systems integration projects within time and budget constraints.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 201 Systems Architect 1 BS-BA & 1- 2 years relevant experience
- 202 Systems Architect 2 BS-BA & 3- 4 years relevant experience
- 203 Systems Architect 3 BS-BA & 5+ years relevant experience

Portal Architect

Duties: Provides hands-on consulting and delivery of end-to-end enterprise portal architect solutions and related components. Applies knowledge and experience for delivery of portal technology solutions including interfaces, conversions, application integration, content management and security. Applies solution performance analysis and tuning to ensure alignment of new applications with systems architecture across specified business units. Develops and architects object-oriented applications using portal technology. Performs analysis and configuration of servers, local and remote queues, message channels, application triggers, channel triggers, and logging.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 211 Portal Architect 1 BS-BA & 1- 2 years relevant experience
- 212 Portal Architect 2 BS-BA & 3- 4 years relevant experience
- 213 Portal Architect 3 BS-BA & 5+ years relevant experience

Systems Administrator

Duties: Installs new software releases, system upgrades. Evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 221 Systems Administrator 1 BS-BA & 1- 2 years relevant experience
- 222 Systems Administrator 2 BS-BA & 3- 4 years relevant experience
- 223 Systems Administrator 3 BS-BA & 5+ years relevant experience

DATA MANAGEMENT – Series 300

Database Administrator

Duties: Coordinates physical changes to computer databases. Designs logical and physical databases. Reviews description of changes to database design to understand how proposed changes affect physical database. Codes, tests, and implements physical database, applying knowledge of data base management system. Establishes physical database parameters. Codes database descriptions and specifies identifiers of database to database management system or directs others in coding database descriptions. Calculates optimum values for database parameters, such as amount of computer memory to be used by database. Modifies database programs to increase processing performance, referred to as performance tuning. Specifies user access levels. Tests and corrects errors, and refines changes to database.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 301 Database Administrator 1 BS-BA & 1-2 years relevant experience
- 302 Database Administrator 2 BS-BA & 3-5 years relevant experience
- 303 Database Administrator 3 BS-BA & 6+ years relevant experience

Business Intelligence Consultant

Duties: Provides technical expertise to business areas in understanding the BI data architecture and provides advice on a structured approach to transitioning manual reports and applications to the BI environment. Develops complex queries and reports, creating and building frameworks to support information retrieval and analysis. Designs, builds, tests, deploys and maintains relational & multidimensional databases, reports & presentations. Performs quality assurance of report content to ensure accuracy. Assists in creation of BI development standards and processes.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

311	Business Intelligence Consultant 1	BS-BA & 1-2 years relevant experience
312	Business Intelligence Consultant 2	BS-BA & 3-5 years relevant experience
313	Business Intelligence Consultant 3	BS-BA & 6+ years relevant experience

Database Architect

Duties: Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Cleans and maintains the database by removing and deleting old data. Designs, develops and manipulates database management systems, data warehouses and multidimensional databases. Exhibits depth and breadth of database knowledge for formal design of relational databases and provides insight into strategic data manipulation.

Minimum Education: : Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

321	Database Architect 1	BS-BA & 1-2 years relevant experience
322	Database Architect 2	BS-BA & 3-5 years relevant experience
323	Database Architect 3	BS-BA & 6+ years relevant experience

TECHNICAL SPECIALIST - Series 400

Technical Writer

Duties: Writes technical articles, reports, brochures, and manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

401	Technical Writer 1	BS-BA & 1-2 years relevant experience
402	Technical Writer 2	BS-BA & 3-4 years relevant experience
403	Technical Writer 3	BS-BA & 5+ years relevant experience

Testing Technician

Duties: Conducts and documents user acceptance testing for new development activities. Participates in design meetings to analyze functional specifications. Develops test plans based on overall project requirements. Conducts integration, functional, and regression testing. Verifies that software programs adhere to set standards and functional specifications. Validates that all the functions of the software being tested meet specifications. Creates, maintains and updates test cases based on business requirements.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

411	Testing Technician 1	BS-BA & 1-2 years relevant experience
412	Testing Technician 2	BS-BA & 3-4 years relevant experience
413	Testing Technician 3	BS-BA & 5+ years relevant experience

Technician

Duties: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware, and computer peripherals. May upgrade or replace hardware and software systems. Supports and maintains user account information including rights, and systems groups. Primary responsibilities may include setup, maintenance, upgrade and repair of Windows-based personal computing hardware and software, connected to both local and wide area networks.

Minimum Education: Associates Degree, certification or equivalent in related discipline.

421 Technician 1	Associates & 1-2 years relevant experience
422 Technician 2	Associates & 3-5 years relevant experience
423 Technician 3	Associates & 6+ years relevant experience

CUSTOMER SUPPORT - Series 500

Administrative Assistant

Duties: Supports executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies. Studies management methods in order to improve workflow, simplify reporting procedures, and/or implement cost reductions. Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Provides reports including conclusions and recommendations for solution of administrative problems. Writes narrative, financial, and statistical reports. NOTE: This is not a secretarial position.: Compiles data based on research techniques and on statistical compilations involving an understanding of operating programs, policies, and procedures. Issues and interprets operating policies.

Minimum Education: High School Diploma or equivalent.

501 Administrative Assistant	HS Diploma & 1 year relevant experience
502 Administrative Assistant	HS Diploma & 2-5 years relevant experience
503 Administrative Assistant	HS Diploma & 6+ years relevant experience

Help Desk

Duties: Responsible for supporting end users in the use of various software programs. Provides help desk support for problems related to hardware, software, connectivity and applications. Answers questions and recommends solutions to assist clients experiencing problems. Elicits client descriptions of problem situations to analyze the information obtained and diagnose and identify solutions to the problem. Implements corrective action to resolve the problem or escalates problem solution to appropriate support resources. Logs queries, resolves problems, refers issues to others, and follows up to ensure resolution.

Minimum Education: High School Diploma or equivalent

511 Help Desk 1	HS Diploma & 1 year relevant experience
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- 512 Help Desk 2 HS Diploma & 2-5 years relevant experience
 513 Help Desk 3 HS Diploma & 6+ years relevant experience

Document Specialist

Duties: Responsibilities include providing document creation and modification support, including creating Microsoft Office documents to client specifications, scanning, filing and overall document management.

Minimum Education: High School Diploma or equivalent.

- 521 Document Specialist 1 HS Diploma & 1 year relevant experience
 522 Document Specialist 2 HS Diploma & 2-5 years relevant experience
 523 Document Specialist 3 HS Diploma & 6+ years relevant experience

Data Entry Specialist

Duties: Responsibilities include providing general office support, entering data into database management computer systems, spreadsheets and other documents. Works under general supervision.

Minimum Education: High School Diploma or equivalent.

- 531 Data Entry Specialist 1 HS Diploma & 1 year relevant experience
 532 Data Entry Specialist 2 HS Diploma & 2-5 years relevant experience
 533 Data Entry Specialist 3 HS Diploma & 6+ years relevant experience

Customer Service

Duties: Provides information and assistance to customers. Resolves customer complaints and answer inquiries according to established resolution guidelines. Keeps accurate records of discussions or correspondence with customers. Answers a variety of questions. Directs calls for further problem resolution, if necessary. Inputs data into computerized database system. Meets quality standards for services and evaluation of customer satisfaction. Additional responsibilities may include making collection calls on delinquent receivables, negotiating payment plans, and documenting collection activity.

Minimum Education: High School Diploma or equivalent

- 541 Customer Service Rep 1 HS Diploma & up to 1 year relevant experience
 542 Customer Service Rep 2 HS Diploma & 1-2 years relevant experience
 543 Customer Service Rep 3 HS Diploma & 3+ years relevant experience

PROJECT MANAGEMENT – Series 600

Project Manager

Duties: Provides overall direction in the development, implementation and delivery of a project. Translates customer business goals and objectives into measurable technical goals and plans. Follows standard project management industry practices such as the PMI's framework. Coordinates work teams. Manages project scope. Ensures resolution of issues and removal of barriers. Oversees project scheduling and budgeting. Assures compliance with project standards. Monitors project milestones. Directs on-going communication of project status to stakeholders and project sponsor.

Minimum Education: Bachelors Degree in Information Systems, Computer Science, Engineering,

Business or related area (MBA or MS Preferred).

601 Project Manager 1 BS-BA & 2-4 years relevant experience

602 Project Manager 2 BS-BA & 5-6 years relevant experience

603 Project Manager 3 BS-BA & 7+ years relevant experience + Professional Certification

Business Analyst

Duties: Develops business requirements, conceptual designs, and acts as liaison between business area and technical systems teams. Facilitates design sessions with key users and IT staff. Defines and documents detailed project requirements and deliverables. Documents data requirements, data flow, and data models that support project requirements. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis and business improvement methods and performance measurement. Evaluates problems of workflow, organization, and planning and develops appropriate corrective action. Assists in establishing standards for information systems procedures.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

611 Business Analyst 1 BS-BA & 1-2 years relevant experience

612 Business Analyst 2 BS-BA & 3-5 years relevant experience

613 Business Analyst 3 BS-BA & 6+ years relevant experience

Quality Assurance Analyst

Duties: Develops procedures, methodologies, metrics, checklists, and standards for implementing testing processes and documenting testing outcomes. Identifies and applies best practices. Learns individual system components to facilitate the development and execution of comprehensive test plans. Verifies that programs function according to user requirements and conform to established guidelines. Ensures new functionality works. Works with development team to isolate cause of problems. Coordinates and maintains test schedules. Tracks quality outcomes and provides standardized reporting of results. Communicates quality findings to management and staff to include recommendations for improvement. Identifies ongoing training or retraining needs.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

621 Quality Assurance Analyst 1 BS-BA & 1-2 years relevant experience

622 Quality Assurance Analyst 1 BS-BA & 3-5 years relevant experience

623 Quality Assurance Analyst 1 BS-BA & 6+ years relevant experience

NETWORKING – Series 700

Network Analyst

Duties: Reviews, plans, and evaluates network systems. May troubleshoot network systems and recommend improvements to network. Provides documentation, project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. Designs and supports server system(s) and supporting software. Develops installation schedules and assists in the preparation of drawing and documenting configuration changes.

Minimum Education: Associates Degree, certification or equivalent in related discipline.

701	Network Analyst 1	Associates & 1-2 years relevant experience
702	Network Analyst 2	Associates & 3-5 years relevant experience
703	Network Analyst 3	Associates & 6+ years relevant experience

Network Administrator

Duties: Manages the acquisition, installation, and maintenance of the organization's local area networks and wide area networks. Analyzes products and recommends use of new products and services. . Manages network performance and security. Establishes and implements policies and procedures for network usage throughout the organization. Maintains network address assignment, assignment of routing protocols and routing table configuration as well as configuration of authentication and authorization/directory services. Provides internal analysis and support. Manages performance of multiple hardware and software platforms.

Minimum Education: Associates Degree, certification or equivalent in related discipline.

711	Network Administrator 1	Associates & 1-2 years relevant experience
712	Network Administrator 2	Associates & 3-5 years relevant experience
713	Network Administrator 3	Associates & 6+ years relevant experience

Security Analyst

Duties: Specializes in information and network security. Performs procedures necessary to protect information systems assets from intentional and inadvertent access or destruction. Develops procedures that accommodate both the operational needs as well as the security policies. Has responsibility for technical architecture and recommendations related to data security for both application development and IT infrastructure projects. Recommends areas of change and controls for network security procedures and policies.

Minimum Education: Associates Degree, certification or equivalent in related discipline.

721	Security Analyst 1	Associates & 1-2 years relevant experience
722	Security Analyst 2	Associates & 3-5 years relevant experience
723	Security Analyst 3	Associates & 6+ years relevant experience

TRAINING-Series 800

Course Developer

Duties: Develop and design training specific to client needs. Develop a clear understanding of the performance measurements and identify attendees and levels of training needs. Identify appropriate delivery methods (e.g. Train-the-Trainers, classroom instructor, presentations, reference manuals) and scheduling.

Minimum Education: Associates Degree, certification or equivalent in related discipline.

801	Course Developer 1	Associates & 1-2 years relevant experience
802	Course Developer 2	Associates & 3-5 years relevant experience
803	Course Developer 3	Associates & 6+ years relevant experience

Trainer

Duties: Deliver training courses based on clients needs.

Minimum Education: Associates Degree, certification or equivalent in related discipline.

- 811 Trainer 1 Associates & 1-2 years relevant experience
- 812 Trainer 2 Associates & 3-5 years relevant experience
- 813 Trainer 3 Associates & 6+ years relevant experience

FUNCTIONAL – Series 900

Subject Matter Expert

Duties: Provides technical knowledge using state-of-the art management and design techniques. Performs procedures requiring specialized knowledge of client goals, functions and operations. Develops solutions for unique and special system problems.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

- 901 Subject Matter Expert 1 BS-BA & 3-5 years relevant experience
- 902 Subject Matter Expert 2 BS-BA & 6-8 years relevant experience
- 903 Subject Matter Expert 3 BS-BA & 8+ years relevant experience

AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

SIN 132-51 – INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES

Labor Category	Price Offered to GSA
	\$
Program Manager	116.21
Project Manager	95.08
Sr. Information Engineer	86.64
Sr. Database MGT Eng	77.13
Database MGT Spec.	66.56
Data Entry / Admin Spt.	27.46
Operations Manager	84.52
Help Desk Mgr.	65.51
Help Desk Spc.	50.70
Hardware Spec.	60.22
Comm. Network Mgr.	96.14
Sr. Software Sys. Eng.	86.64
Sr. Network Eng.	87.69
Operations Tech Analyst	76.07
Sr. Systems Integrator	76.07
Sr. Internet/Web Sys En	86.64
Internet /Web Sys En	76.07
Sr. Internet/Web Graph	67.62
Internet/web graph sp	56.00
Sr. Bus-Prcss Re-En Sp	86.25
Production Coordinator	65.51
Help Desk 1-25 calls	32.24
Help Desk 26-100 calls	26.20
Help Desk 101-500 calls	23.17
Help Desk 500+ calls	20.15

Seneca Corp.

COMPANY OVERVIEW

For over 20 years, Seneca has been a leading provider of outsourced customer care, technical support, helpdesk and business process management (BPM) solutions for government and corporate clients, with specific applications for the food and security industries. Our client list includes government and state agencies, systems integrators, colleges and universities, software providers, restaurant chains and nonprofits. Headquartered in the Washington, DC metropolitan area, Seneca's comprehensive solutions are used by more than 20,000 people and successfully process and resolve thousands of incidents and service requests monthly.

PROVEN EXPERIENCE

By outsourcing the automation of everyday tasks, Seneca enables our clients to focus on what's really important — their core business. Organizations utilizing our programs gain more operational efficiencies and reduce costs time over time. All customized programs we develop are based on industry best practices derived from lessons learned over years of hands-on experience and the cumulative knowledge of our own subject matter experts (SMEs).

A SINGLE SOURCE

Your Seneca solution may include a combination of professional services, customized software, and round-the-clock call center support-completely customized to fit your individual business needs. We can also seamlessly integrate our programs with your existing business processes and/or IT infrastructure.

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703-903-0200

BEST VALUE
BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

Seneca Corp

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date Contractor Date

BPA NUMBER _____

(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.